



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:
December 7, 2011

Position Action #:
1112-139G6

Position:
Program Technician III

Tenure, Time Base:
Limited Term, Full Time (12 Months)

Salary Range:
\$2951 - \$3588

Contact:
Rebecca Kessler (916) 263-2908

Location:
Office of the Chief Administrative Law Judge
2400 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Final Filing Date:
December 14, 2011

A Freeze Exemption has been approved for this position.

POSITION DESCRIPTION:

Under general direction of the Legal Support Supervisor I, perform a variety of activities involving complex procedures for scheduling the hearing of cases for the Administrative Law Judges (ALJ) I and II. The position requires a thorough and detailed knowledge and the application of the appropriate laws, rules, and regulations pertaining to the appeals process and the Employment Development Department (EDD) procedure and working knowledge of the California Code of Regulations and the California Unemployment Insurance Code; in addition to a thorough knowledge of the case assignment guidelines and/or agreements established by the Department of Personnel Administration and the California Attorneys, Administrative Law Judges and Hearing Officers in State Employment (CASE). The incumbent will serve as an expert staff resource. Incumbent must be able to communicate verbally or in writing with parties regarding postponements, telephone hearings and schedule changes.

FUNCTIONS:

- Performs the calendaring function and is responsible for case assignments to Administrative Law Judges following regulatory guidelines requiring semi-analytical, interpretative, evaluation, and constructive thinking. Due to regulatory requirements for advance notice on more complex cases, i.e., tax and remands, preparation of a Declaration of Readiness, special handling is required to notify Parties, Petitioners, Employment Tax District Office, EDD Legal, and subpoenaed witness with the proper time limits.
- Duties include, preparing and analyzing Un-calendared Case Summary Report to determine how many time-lapse cases are available. From this analysis and report, the Program Technician III creates working master of Weekly ALJ Report for availability of ALJs. Based on ALJ availability, including retired annuitants, provides statistics involving the projected workload for the upcoming weeks/months.
- Coordinates and assigns placement of available ALJs based on workload and time-lapse standards and the complexity of cases and calendaring guidelines, taking into account their schedules. Days off, decision time, etc. This also requires maintenance of current ALJ rotation schedule and travel availability in order to assign and schedule "away trips."
- Assigns the time and length of hearing based on time lapse standards, number of issues, and complexity of issues; conforming to the most current ALJ caseload agreement and ALJ availability.
- Presets cases assigned to a particular ALJ in the case of remands or continues hearings.
- Generates hearing notices, daily ALJ docket and post master calendar for all scheduled cases.
- Organizes and schedules mass calendars for ALJ IIs based on calendaring guidelines. This duty requires contacting hotels and convention bureaus to arrange for off-site hearing facilities in order to schedule mass hearings due to increase in workload that requires immediate action to dispose of old cases.
- Prepares correspondence advising attorneys to contact the office regarding potential hearing dates.
- Plans, organizes and assigns the work of various independent contractors performing interpreter duties.
- Negotiates their fees when pre-existing fee schedule is insufficient to find an exotic language interpreter that will accept the assignment.

- Develops and implements effective work plans with the management team to ensure that the various office support functions are efficiently carried out.
- Acts as lead staff over team of Calendaring/Registration Technicians.
 - Monitors production and deadlines; reports need for additional training of staff to supervisor.
 - Return errors made by registration section to supervisor.
 - Identifies problem areas in work processes and provides recommendations to management to improve the overall functions performed in the Calendaring/Registration Unit.
- Develops and generate a variety of technical and statistical reports (such as preliminary Master Calendar) needed by the PALJ and supervisors to assess the units success/and or needs.
- Maintains "Special Handling" basket, which includes making changes in case status.
- Assists in training employees and remain current with regulations changes.
- Perform other duties as required.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:
CUIAB, Administrative Services/Personnel Section

ATTN: Srey Touch, Personnel Technician
 2400 Venture Oaks Way, Suite 400
 Sacramento, CA 95833

PLEASE NOTE:

- Please write Position Action # "1112-139G6" on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results. Applications without this information may be rejected.